



Department of Housing and Community Development

Jack A Proctor Virginia Building Code Academy

Registration and Attendance Policy

Updated 6/15/2013

Overview:

The Jack A. Proctor Virginia Building Code Academy (JPVBCA) delivers mandatory statewide administrative and technical code training programs for professional certifications in various code enforcement disciplines including code official, building inspection, and plan review. All training programs offered through the JPVBCA are available to local and state government code enforcement personnel and third-party code enforcement personnel who are seeking professional certification, as defined by the Virginia Uniform Statewide Building Code (USBC) and the Virginia Statewide Fire Prevention Code (SFPC), and employed by a state levy-contributing local government in accordance with § 36-137(7) of the Code of Virginia. For those individuals not employed by a levy-contributing locality, tuition, lodging, and related fees shall apply. In addition, training programs may accept non-code enforcement individuals from the public and private sector based on availability, and for which tuition, lodging, and related fees shall apply.

Most of the training programs required for code enforcement certifications are multi-day events offered throughout the calendar year in various locations across the state. In addition to the mandated training, the JPVBCA periodically offers specialized training programs on topics that are pertinent or relative to current issues in the code enforcement industry.

Priority acceptance is given to those applicants required to obtain certification per the USBC or the SFPC. For many code enforcement personnel employed by a levy-contributing locality, tuition and related fees may not apply, however certain lodging or no-show fees may apply.

Registration, attendance, and fee requirements

- Registration applications are made electronically through the On-line Registration System.
<https://dmz1.dhcd.virginia.gov/TASO/TASOTCO/Default.aspx>
- Tuition fees for participants who are engaged in enforcement of the USBC, SFPC and related codes employed directly for local governments contributing to the state levy are generally not applicable. Tuition, lodging, and related fees shall apply to participants employed by federal and state agencies, university and other non-levy government agencies and third-party and non-enforcement entities, based upon an established fee schedule.
- Tuition fees include instructional materials as indicated, double-occupancy lodging accommodations, certain breakfast meals for lodging participants only, and lunch meals and refreshment services for all participants. Tuition fees exclude transportation expenses and dinner meals, which are the responsibility of all participants.
- All training applications of enforcement personnel must be approved directly the building official, property maintenance official, or fire official as appropriate when employed by a levy contributing locality. Direct supervisor approval may not be accepted. In the case of third-party enforcement or non-enforcement applicants the official or manager will need to provide approval.
- Non-levy contributing participants requesting lodging will be assigned double-occupancy lodging accommodations with another participant, with consideration granted to shared rooming requests as

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possible. If single lodging arrangements are desired, participants may opt for single-occupancy lodging accommodations with prior notice and payment of the established daily JPVBCA single-occupancy lodging fee. Should the locality agree to be responsible for such additional fees, a third party payment process is available through the On-line Registration System. Non-levy participants requesting single-occupancy lodging accommodations will be invoiced a \$55.00 single-occupancy lodging fee per lodging night in addition to the applicable tuition fee payable in advance of the training program and via electronic or check payment.

- Participants may cancel registration for training programs; change their lodging or commuting status, and pay applicable fees electronically at the On-line Registration System website. Revisions and payments must be completed seven working days prior to the training program. In the event of special circumstances or emergencies requiring cancellation or payment within seven working days of the program, please provide written notification to the JPVBCA at tco@dhcd.virginia.gov. It is required that all cancellations be submitted in writing in advance to the JPVBCA to avoid any associated fees.
- All prior tuition, lodging, and related fees and outstanding balances due must be paid in full to be eligible for future registration and attendance to any additional or future JPVBCA training programs.
- Due to the limited seat availability for JPVBCA training programs, acceptance to each specific program may also be limited. Each applicant will be considered on a case-by-case basis based on (but not limited to) building official approval (as appropriate), applicable certification requirements, previous attendance history and outstanding tuition/fees.

Acceptance Criteria:

The JPVBCA applies the following criteria to determine acceptance into the JPVBCA training programs:

- The applicant is hired or appointed to an employment position requiring the applicable certification per the USBC and/or SFPC and Virginia Certification Standards (VCS).
- The applicant complies with all pre-requisites, including the CORE module.
- The applicant has been denied attendance for this same program in the past and requires the program for certification and/or continued employment.
- The applicant has not completed this same program within the last five years.
- The applicant does not have an outstanding balance due for previous program attendance (tuition, lodging, and/or related fees).
- The applicant has received written approval to attend the program from the locality's appointed building, property maintenance or fire official as appropriate.

The JPVBCA reserves the right to deny or withdraw registration acceptance based on priority seating needs or failure to meet other acceptance criteria no later than five days prior to the training program.

Special notes for Core and Advanced Official Programs

Core is limited to 60 participants on a first come first served basis with the priority acceptance for those code enforcement personnel employed by a locality or third party inspector required by a locality to obtain certification, who per the USBC or SFPC and Virginia Certification Standards are required to obtain certification within the applicable 12 or 18 month period. Course applicants who are not

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otherwise in the enforcement industry or are employed by a levy-contributing locality yet are not directly appointed to enforce the USBC or SFPC may be accepted into Core based on seat availability and tuition, lodging, and/or related fees shall apply.

Advanced Officials Program is limited to 40 participants and designed specifically for the newly or recently appointed Official (Building, Property Maintenance and Fire) providing its participants with administrative training relative to duties and functions of the Official including human resource requirements, legal matters, code administration, and fiscal management. Although many code enforcement personnel apply for career advancement purposes, priority attendance to the Advanced Officials program is given to all personnel appointed to an Official position requiring certification within 12 months of appointment per the USBC or SFPC and VCS due to the limited seating availability and specific design of this program. As with all JPVBCA training programs, tuition, lodging, and/or related fees shall apply to those applicants not employed by a levy- contributing locality to enforce the USBC and/or SFPC.

JPVBCA reserves the right to deny or withdraw registration acceptance based on priority seating needs within five days prior to the training program.

Tuition and Fee Schedule:

Tuition schedule

Four-day Course	Commuter	\$425.00
	Lodger	\$850.00
Three-day Course	Commuter	\$325.00
	Lodger	\$650.00
Two-day Course	Commuter	\$225.00
	Lodger	\$450.00
One-day Program	Commuter Only	\$200.00

- *Tuition costs* are inclusive of lodging expenses (travel expenses are on your own). The tuition fee also includes instructional materials as warranted, refreshment breaks and daily lunch meal for all students (lodgers and commuters). For lodging participants (lodging arrangements made through DHCD) the tuition will cover double room occupancy and breakfast meal each training day.
- Tuition may apply to applicants who are not employed and appointed to enforce the USBC or SFPC by a levy contributing locality. This includes but not limited to levy contributing locality employees who do not report to the Building, Property Maintenance, or Fire Official for purposes of enforcing the USBC or SFPC; state/university/airport authorities code enforcement personnel; federal government enforcement personnel; third party code enforcement personnel; and non code enforcement persons.

Fee Schedule

Single room occupancy per night requested	\$55.00
Cancellation/No show	\$65.00

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- *Single Room Occupancy* – Non-levy Contributing participants requesting single room occupancy will be invoiced \$55.00 per night in addition to applicable tuition fees. Participants must pay in advance lodging fees in full to obtain future single lodging via the Training and Certification Office.
- *No Shows* – The participant's employer will be notified directly by JPVBCA of participants who do not show or call to cancel their course seat. Invoices will be issued according to the fee schedule.
- *Cancellation/no-show Fees* -- Seats not cancelled prior to start of program are subject to a tuition cancellation fee of \$65.00. Additionally, participants who request lodging accommodations are subject to \$55.00 lodging cancellation fee. Individuals will be invoiced following the close of the course or program. All balances must be paid in full for future single room requests.
- *Note:* Should an electronic application reflect "arrival the night before" and the participant arrives the morning of the training, without prior written notice to the JPVBCA of the change in lodging needs, an administrative fee of \$55 will be invoiced to the participant for the empty lodging room (this policy applies to both double and single occupancy lodging rooms).

Payment/Cancellation/Lodging changes

You may cancel from class, change your lodging status or pay your fees by visiting the On-line Registration System. These revisions may be done up to seven days prior to the course following these steps:

- Go to the On-line Registration system and sign in as usual
- Click "History" on the left side of the screen
- Click "Training" and locate the class you want to revise
- Click either: change, cancel or pay
- Then log off the system to save your changes

The On-line Registration System will e-mail you a response to your revision.

In the event of circumstances or emergencies requiring change in registration or lodging status within seven working days of the program, please provide written notification to the JPVBCA at tco@dhcd.virginia.gov. It is required that all cancellations be submitted in writing in advance to the JPVBCA to avoid any associated fees.

Cancelled seats are made available to those on the waiting list up to five days prior to start of class and may not be individually replaced by the locality.